



## TOWN OF BREWSTER, MA JOB DESCRIPTION

<b>Title:</b> Department Assistant	<b>Classification:</b> Union, OPEIU
<b>Department:</b> Building	<b>Grade:</b> 1
<b>Reports to:</b> Building Commissioner	<b>FLSA Status:</b> Non-Exempt
<b>Effective Date:</b> 2-15-22	

### Summary

Position performs office, data entry, administrative and public service work assisting with the operation of the office and serves as the first point of contact for the public; all other related work, as required.

### Essential Functions

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Answers the phone and assists the public; relays information in person, by phone, in writing and by electronic media; provides information about Department programs and/or procedures; assists applicants in completing forms and applications; provides information about rules and regulations, referring people to correct sources of information; coordinates with and makes referrals to other departments.

Performs general office work including, but not limited to filing, drafting correspondence, and maintaining physical and electronic permits, files, and records of the department, distributes mail, and acts as a go to for general office help.

Assist the building, gas, plumbing, and other inspectors with processing applications and related documents; schedule inspection appointments; makes referrals to other departments.

Coordinates inspections between the Building Department and the Fire Department. Maintains records of certificates of inspections and records of alcohol license inspections and changes.

In absence of Senior Department Assistant, may process department attendance and payroll, process accounts payable and receivable.

In absence of Senior Department Assistant may be required to post meeting notices, prepare agendas and distribute meeting materials prior to meetings and ensure compliance with State Open Meeting Law. Attend day and night meetings and produces draft meeting minutes.

In Absence of Senior Department Assistant may be required to post legal ads, notices and produce draft correspondence for signature by Department Head or Committee Chair.

Performs other similar or related duties, as required or as situation dictates.

### Supervision

*Supervision Scope:* Performs varied and responsible functions requiring a working knowledge of departmental operations and the exercise of judgment and initiative, particularly in situations not clearly defined by precedent or established procedures.



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*Supervision Received:* Works under the general supervision of the Building Commissioner, following department rules, regulations and policies; duties require the ability to plan and perform operations and independently complete assigned tasks, according to prescribed time schedules.

*Supervision Given:* None.

### **Recommended Minimum Qualifications**

#### Education, Training and Experience

High school degree required; advanced training desired; minimum one year office or related experience required; municipal experience preferred; or an equivalent combination of education and experience.

*Knowledge:* Knowledge of office practices and procedures; knowledge of the basic financial record keeping. Knowledge or ability to learn state and local laws required to become proficient. Knowledge and experience with various computer systems.

*Ability:* Ability to work collaboratively with others. Ability to explain Department policies and procedures. Ability to interact appropriately and tactfully with the public; ability to develop an understanding of regulations; ability to maintain detailed records; ability to learn and explain Department regulations; Ability to work independently; ability to follow detailed timetables.

*Skills:* Excellent customer service and organization skills, excellent written and verbal communication skills, excellent computer skills including MS Office applications. Skill in working with people and details. Must be a self-starter.

### **Job Environment**

- Work is performed in office conditions, with frequent interruptions to respond to requests for information or service; work is subject to fluctuations, and administrative deadlines. Employee may attend evening meetings.
- Operates computer, printer, telephone, copier, facsimile machine; plotter, and all other standard office equipment.
- The employee has frequent contact with the real estate agents, contractors, attorneys, engineers, land surveyors, town board and committee members, home/business owners, general public, state agencies and town employees.
- The employee has access to department confidential information.
- Errors could result in delay of service, monetary loss or legal repercussions.

### **Physical Requirements**

*The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to sit, communicate, or hear; occasionally required to walk, must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 15 pounds. Vision and hearing at or correctable to normal ranges to read documents and analyze data. This position requires the ability to operate a keyboard at efficient speed.

*Town of Brewster, MA*

*Dept. Assistant – Building Department*



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*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

*Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer*